Nick Bequary's One-on-One

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Engage team members in meaningful conversations and leave the status updates to status meetings

THE SETUP - CAMERAS OFF

- [ ] 5 min review of previous week

Summary: Next Steps:

- [ ] Add last minute agenda items

Summary: Next Steps:

LET'S MEET - CAMERAS ON

CONNECTION TIME

- [ ] What's top of mind right now? What's keeping you up at night?

Summary: Next Steps:

- [ ] What's your outlook on this week? 😡 | 😐 | 😃

Summary: Next Steps:

- [ ] What's your stress level?

Summary: Next Steps:

- [ ] Having fun? Enjoying your work? What are you enjoying most?

Summary: Next Steps:

THE WORK STUFF

- [ ] Are you getting enough support on your work and initiatives?

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With Hypercontext by Spinach, every meeting has a shared

Summary: Next Steps:

- [ ] Do you feel you're getting enough feedback on your work? If not, where would you like mo re feedback?

Summary: Next Steps:

- [ ] Is there anything I can take off of your plate or help with?

Summary: Next Steps:

- [ ] Are you getting your important work done?

Summary: Next Steps:

WRAP IT UP

- [ ] Review all agenda items and make sure we covered everything

Summary: Next Steps:

- [ ] Review all Next Steps and make sure we are clear and didn't miss anything

Summary: Next Steps:

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